



City of Pomona —Building and Safety Division

Tenant Improvement

Items listed below shall be identified in the working drawings. Complete electronic plans must be emailed to building@pomona.ca.gov. When required by the Architectural and/or the Professional Engineers Act, the drawings shall be stamped and wet signed by that Architect or Engineer.

*2022 California Building Codes
Adopted codes by the City of Pomona
Allowable floor area C.B.C. Chapter 5, Table 506.2
Occupancy group C.B.C. Chapter 3*

*Type of construction C.B.C. Chapter 6, Table 601
Occupant load C.B.C. Chapter 10, Table 1004.5
Plumbing facilities C.P.C. Chapter 4, Table 422.1
Disabled access requirements C.B.C. Chapter 11-A/11-B*

Plans shall consist of:

1. Site Plan

- * Fully dimensioned
- * Legal description
- * Lot lines indicated
- * All existing improvements
- * Use of adjacent structures/tenant spaces
- * *Location of existing and/or proposed utilities*

2. Floor Plan

- * Fully dimensioned
- * Identify all rooms in occupied space (office, storage, etc.)
- * Exits (number, width, distance to, direction of, hardware requirements, etc.)
- * Corridors (type of construction, width, access to exits, etc.)
- * Show all fixed elements of construction (walls, partitions, cabinets, fixtures, etc.)
- * Identify all occupancy separations and indicate fire resistive rating of each

3. Wall Section

- * Typical wall section indicating stud size, height, spacing, insulation, wall finish, and structural connections

4. Plumbing Plan

- * Plumbing isometric/schematic (water, gas, waste).
- * Size all lines, show vents, soil and cleanouts
- * Show type of material to be used

5. Mechanical Plan

- * Mechanical isometric/schematic, size all ducts
- * Location of return air
- * Location of all fire dampers
- * Method and amount of combustion air
- * Location of all HVAC units
- * Kitchen hoods (provide complete details as applicable)

6. Electrical Plan

- * One line diagram (show service, feeder, panel, conductor, disconnect, overcurrent protection, grounding, etc.)
- * Panel schedules with circuit identification
- * Indicate all outlet, fixture, and equipment locations
- * Indicate all hazardous electrical locations as applicable
- * Provide complete electrical load calculations

7. Energy Compliance

- * Energy calculations as required by Title 24
- * Mechanical calculations, including the MECH-1 certificate of compliance form and related applicable forms and information
- * Envelope calculations, including ENV-1 certificate of compliance form and related applicable forms and information
- * Lighting calculations, including the LTG-1 certificate of compliance form and related applicable forms and information
- * *Note: Show all of the requirements of the energy calculations on the plans*

8. Additional plans and/or information

- * T-bar ceiling details
- * Sprinkler plan (when required by code or fire ordinance)
- * All conditions of approval issued by the Planning Department
- * Tenant improvement doing no construction with no previous tenant, needs Transportation, Environmental Health, Fire clearances, and Land Use approval
- * Structural calculations, if applicable